LSNYC seeks a Human Resource Manager to work in our central office.

**About Us:**

Legal Services NYC fights poverty and seeks justice for low income New Yorkers. For over 50 years, we have challenged systemic injustice and helped clients meet basic needs for housing, income and economic security, family and immigration stability, education, and health care. LSNYC is the largest civil legal services provider in the country. We partner with scores of community-based organizations, elected officials, public agencies, pro bono lawyers, and the courts to maximize our effectiveness. Our work fights discrimination and helps to achieve equal opportunity and racial, social and economic justice for all New Yorkers.

**The Position:**

The Human Resource Manager will be located in LSNYC's Central Office and reports directly to the Chief Human Resources and Diversity Officer. The HR Manager is a key person in the Human Resources department who will have primary responsibility for addressing and resolving staff-management conflict including, when necessary, resolving matters through the grievance and arbitration process; managing requests for reasonable accommodations; and implementing LSNYC’s internal discrimination and sexual harassment policy and procedures.

The manager will work closely with other members of the HR team, Payroll, union leadership, and management throughout the organization. This role requires expertise in conflict resolution and substantive knowledge about discrimination, sexual harassment, and reasonable accommodation rights and responsibilities of both the employee and employer. The position requires someone with excellent communication skills who enjoys working with people in a fast-paced environment, and advising employees and managers about employment matters. Outstanding problem-solving skills are essential.

**Responsibilities:**

- Assist with disputes, conflicts and complaint resolutions involving employees
- Participate in and coordinate grievance procedures, grievance hearings, and arbitrations
- Address discrimination and sexual harassment complaints through implementation of LSNYC’s policy and procedures
- Provide guidance and support to management on issues regarding union-management relations and contract interpretation
- Serve as a resource for managers regarding feedback, evaluations and discipline
- Respond to requests for reasonable accommodation in compliance with ADA regulations
- Assist in developing and implementing HR policies
- Meet with union leadership and delegates on a regular basis to foster open communication
- Identify training and resource needs on a variety of HR matters

**Qualification & Experience:**

A seasoned HR professional, with a Bachelor's degree and a minimum of ten years of Human Resources administration experience and no less than five years of experience in an HR leadership capacity; additional years of experience preferred.

- Significant expertise in conflict resolution.
- Excellent oral and written communication skills.
- Hands on experience with various HRIS software/tools.
- Knowledge of and experience with multiple HR disciplines, including employee and labor relations, compensation and benefits administration, and change management and organizational development.
- Experience working in a unionized environment.
- Excellent professional judgment and ability to maintain confidentiality and build trust among employees at all levels.

**How to Apply**

Interested applicants should e-mail a cover letter and resume to: Jobpostings@lsnyc.org

Please type on Subject line: Human Resource Manager

Legal Services NYC offers a generous benefits package. Salary is commensurate with experience.

LSNYC is an equal opportunity employer. People of color; women; people with disabilities; people over age 40; and gay, lesbian, bisexual and transgender people are welcome and encouraged to apply.